

**Marshall, Joyce Y.**

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**From:** Marshall, Joyce Y.  
**Sent:** Tuesday, August 25, 2015 6:16 PM  
**To:** Butler, Dawn M.; Dorsett, Mark R.; Bacon, Nancy J.; Burk, Thad J.; Patrick, Paul H.; Fleshman, Tony A.; Marriott, Carolyn C.; Nobles-Botkin, Jill; Smith, Barbara D.  
**Subject:** Copy of SFY 2015 Encumbrances Status 081915-MCH Only.xlsx  
**Attachments:** Copy of SFY 2015 Encumbrances Status 081915-MCH Only.xlsx

The agency is working to closeout SFY 2014.

The attached file contains the current remaining balances for SFY 2015 purchase orders that ended June 30, 2015.

Please review your respective tabs and advise the following in the Notes column:

- If you anticipate any further invoices
- Invoices have been submitted to Payables, that would reduce balance listed
- Any remaining balance that can be released

Sorry for the short turn around, but I need to have combined responses to Steve and Gunnar by COB Wednesday, August 26<sup>th</sup> for their leadership meeting, therefore will need to have responses back from each of you by 1:00 p.m. tomorrow please.

Thanks!!